

Policy And Information Handbook



"We'll Hug Your Kids Today!"

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Welcome to Kinderwood

Kinderwood Children’s Centers were established to serve the families in this community. We recognize the need of working parents to be assured their most prized possessions, their children, are taken care of in the cleanest, safest, most pleasant atmosphere possible. Kinderwood realizes the importance of balanced growth and is dedicated to providing for the social, mental, and physical development of your child. We provide an educational experience in a warm and friendly environment for youngsters from six weeks to Pre-K. Our service has grown from a sincere love for children and a deep desire to help your child associate with other children and cope in a modern world. We are open to all children, regardless of race, creed, or national origin.

Kinderwood is regulated by the State of California and is licensed under their authority and supervision. Each member of our staff is qualified and competent to provide loving and understanding care for each child. They will be firm but kind in dealing with your child, according to his/her needs. Our directors and teachers have successfully completed very stringent Early Childhood Education courses and are prepared to assist your child in all learning processes. A carefully balanced and supervised program is offered, including varied activities of play, reading readiness, music appreciation, stories, art, science, health and simple arithmetic. We welcome your suggestions and/or constructive criticism, as a cooperative parent/teacher relationship contributes to a successful school in all respects.

Kinderwood understands how difficult it is to separate from your child, but we pledge to make that separation as pleasant and rewarding as possible.

“We’ll Hug Your Kids Today”

GOALS OF KINDERWOOD CHILDREN'S CENTER:

It is our goal to make your child's separation from you during the day as pleasant, as educationally rewarding, as emotionally stimulation, and as safe as humanly possible. We welcome your suggestions and criticism. If you like us, tell a friend; if you do not please tell us.

PARENT INVOLVEMENT:

Parents must sign in each child, each day and sign them out when they are picked up. Parents must take their children to the classroom and hand over responsibility to the teacher. If someone other than the parent is to pick up the child, their name must be on file in the office or they must have a note signed by you. They must be recognized by the office personnel and receive a pick up card in the office to be given to the teacher before the teacher may release the child. In this way, we are assured that only authorized persons are taking the children from our care

If there is a serious change in the routine at home, such as death divorce, or serious illness, please let us know so we may better understand your child's behavior pattern and help in any way during the adjustment period.

NUTRITION:

Breakfast is served between 7:30 am and 8:00 A.M. Your child must be here before 7:50 to have breakfast. We serve hot, nutritionally balanced lunches for all children with a snack mid-afternoon. If your child has any food allergies, please bring it to the attention of the office and the teacher immediately.

BIRTHDAYS:

Birthdays may celebrated with their friends at school. We ask that you try to bring healthier options if you are bringing in a treat. You also must include the entire class. Please make arrangements with the teacher ahead of time.

TOYS:

At times, we may ask the children to bring in specific items for study, such as rocks, pets, insects, etc. Kinderwood always accept donations of gently used books and or toys. Please see the office if you are interested in donating something to your child's classroom.

HOLIDAYS: *We will be closed the following days:*

New Year's Eve

Friday before Labor Day-inservice day for class change.

New Year's Day

Labor Day

Martin Luther King's Day

Thanksgiving Day

President's Day

Friday after Thanksgiving

Memorial Day

Christmas Eve

Fourth of July

Christmas Day

CLOTHING:

All clothing must be marked plainly in ink with your child's name. Roomy washable clothes are best suited for our activities. We do ask that you keep at least two full changes of clothes. All clothing should be easy to undo so each child may take care of his or her bathroom needs. We have a supply of extra clothes in case of emergencies. If it becomes necessary to send your child home in "our" clothes, we would appreciate it if they were laundered and returned as soon as possible. Please make sure each child has a sweater or jacket when the weather turns cold. Children who stay all day are required to bring a fitted crib sheet for their nap mat. The fitted crib sheets are to go home at the end of each week and return freshly laundered on Monday. KINDERWOOD is not responsible for damage to personal property or for lost items. However, we do teach the children to respect each other's property, and we will try to keep everything in good condition. Please be sure that all of your child's personal belongings are labeled with their name.

HEALTH:

The State of California requires all children to be immunized before entering school. Proof of immunizations, including mantoux and hepatitis B, must be offered at the time of enrollment. Following any serious illness, a doctor's statement may be required. We provide conditions that encourage cleanliness and good health practices among the children. Our illness policy comes from the Santa Clara County Health Department. If your child becomes infected with head lice, you will be called to pick up your child immediately, as they are highly infectious. KINDERWOOD has a "No Nit" policy. All nits must be removed before your child returns to school. If your child is ill, please do not bring him/her to school. If your child becomes ill after arrival at school, you will be notified to pick up your child immediately. Illnesses that would prevent your child from attending classes are: vomiting, more than two loose, runny bowel movements, a fever of more than 100 degrees or a yellow or green discharge from nose or eyes. Contagious childhood diseases require a doctor's note before the child may return. Please advise us immediately if your child has contracted a contagious disease.

Child must be symptom free for 24 hours before they return to school.

According to policy of our licensing agency, Community Care Licensing, we cannot administer over the counter medicine without a consent for medicine form on file. All medicine must be left in the office and logged in the medicine book. All prescriptions must have the child's name and current data on it. Medicine will only be given per written instructions on the bottle.

HOURS:

KINDERWOOD is open from 6:00 a.m. to 6:00 p.m. If your child is not picked up by 6:00 there will be a late fee of \$25.00 for each fifteen minutes or fraction thereof. This fee is for each child. Please expect to pay the person who has stayed with your child(ren) at the time of pickup. You must leave the building by 6:15 or an additional late fee will accrue.

TUITION:

Tuition is due in advance every MONDAY. Tuition is based on a full year’s budget and consideration is already made for illness, holiday and vacations. We do give a ten percent (10%) discount for more than one child in the family attending KINDERWOOD on a full time basis ONLY.

There will be a \$30.00 late charge for any payment not made by Monday p.m., **or** the first day attended of the week. There will be a \$35.00 charge for any check returned from the bank for any reason, unless it is accompanied by a letter from the bank claiming responsibility for an error. Upon a second occurrence, only cash, money order or certified check will be accepted. Your \$100.00 registration will be refunded only if you decide not to start your child at KINDERWOOD. A \$75.00 material fee is charged annually, due January 1st and is not refundable.

ABSENCES/ENROLLMENT:

If a child is absent for a full week for any reason, we will charge half of the regular tuition fee. If a child attends even one day, full tuition will be charged. This also includes holiday and vacations.

If for some reason your child does not adapt to our program, it may become necessary for us to ask you to make other arrangements for your child. **Please notify us two weeks in advance if you are withdrawing your child from KINDERWOOD.**

We are licensed through the State of California, Department of Social Services, Community Care Licensing. (408) 277-1286. Investigators from the agency reserve the right to question the parents, children and/or teachers at any time, with or without the parent’s consent. Please feel free to call the KINDERWOOD administrator at (408) 363-1366 if you have any unresolved problems regarding KINDERWOOD.

I understand and agree to these policies. I agree to notify KINDERWOOD immediately of any change in phone number, address, or place of employment in case an emergency should arise and I need to be contacted.

Parent’s Signature _____ Date _____

Director’s Signature _____ Date _____

Notes:

Initial

_____ 1. **EMERGENCY MEDICAL AUTHORIZATION:** As the parent or authorized representative, I hereby give consent to Kinderwood Children's Center Inc. to obtain all emergency medical or dental care prescribed by a duly licensed physician(M.D), Osteopath(D.O) or Dentist (D.D.S.) for_____. This care may be given under whatever conditions are necessary to preserve the life, limb or well being of the child named above.

The above child has the following medication allergies: _____

The above child has the following food allergies: _____

_____ 2. **FIELD TRIP AUTHORIZATION:** I hereby consent to have my child participate in all field trips away from the KINDERWOOD premises. I understand my child will never be taken anywhere in a motor vehicle without my express prior knowledge and consent. In the event a field trip is planned in a motor vehicle, I understand all proper safety precautions will be taken. I agree that Kinderwood Child Development, Inc., its principals, directors, and staff will not be held liable in case of an accident.

_____ 3. **ARRIVAL TIMES:** Children may arrive at KINDERWOOD between the hours of 6:00 a.m. - 9:00 a.m. **No children will be allowed after 9:00 a.m.** Please see office for special circumstances.

_____ 4. **SUBSIDIZED CARE:** All subsidized attendance forms must be kept current with full signatures and times on a daily basis. The word "sick" is not allowed. You must state actual illness. If forms are not turned in on time a \$25 late fee will be charged to parents.

_____ 5. **PARENT'S RIGHTS:** This will acknowledge that I have received a copy of "PARENT'S RIGHTS", regarding the right to enter and inspect the Kinderwood premises any time my child is there, without prior notice to the provider. This has been given to me by an authorized representative of Kinderwood Children's Center. This will acknowledge that I have received a copy of Children's Personal Rights.

_____ 6. **PUBLICITY PICTURES:** I hereby give consent to have my child's picture printed in any publicity photographs or our website which may be taken while attending Kinderwood Children's Center. I understand such a picture may be published in newspapers, internet or television. I understand that there will be no recompense made to me/us for publication of any such used.

Parent's Signature _____ **Date** _____

Director's Signature _____ **Date** _____